

Special Development Permit (SDP) Application Instructions:

1. Complete attached application with **your signature** and the **property owner's signature** on page one (1). Under "Proposed Use" list all activities to be conducted at this site, please be as descriptive as possible.
2. Include a **site plan** and **floor plan** with dimensions(details are included in the application)
3. Page two (2) of SDP application: fill out left side column with tenant's names, addresses and uses. We will provide the corresponding property owner's info. Only include the tenant's within your same building, the adjacent properties to the left and right, and those directly in front of you (across the street) and behind you, if any.
4. Return the completed application along with a site plan and floor plan to the City of Torrance Redevelopment Agency staff. The Community Development Department, Redevelopment Division is located at the Torrance City Hall Campus on the 2nd floor of the East Wing.

City of Torrance Redevelopment Division
3031 Torrance Blvd.
Torrance, CA 90503 Office: 310-618-5990

5. Staff will mail out notification letters to the surrounding tenants and property owners for their comments. The response period is fifteen (15) days.
6. After the response period is over, staff will write a report and a list of conditions that are standard for Downtown users and will incorporate any additional conditions that may be necessary, due to the specific use and/or public comments.
7. After the applicant and property owner have signed the conditions and returned them to Redevelopment staff for Director's signature, the SDP will be complete.
NOTICE TO APPLICANT: When the SDP is signed by the Community Development Director, there is a fifteen (15) day appeal period and any adversely affected person or parties may file a notice of appeal to the Planning Commission. Following the appeal hearing, your business license may be revoked or suspended.
8. Should you have any questions, please contact Redevelopment staff at 310-618-5990.

Please note that businesses located within the City of Torrance can not operate without a proper business license for each location in which they operate.



City of Torrance, Redevelopment Agency
3031 Torrance Blvd., Torrance, CA 90503 (310) 618-5990 Fax: (310) 618-5829

Jeffery W. Gibson, Deputy Executive Director

Special Development Permit Application

PLEASE PRINT OR TYPE

NAME OF APPLICANT	ADDRESS	ZIP CODE
STREET ADDRESS/LOCATION OF PROPERTY		

PROPOSED USE OF PROPERTY (BRIEFLY DESCRIBE TYPE OF PRODUCT OR SERVICE): _____

HOURS/DAYS OF OPERATION: _____ NUMBER OF EMPLOYEES: _____

DESCRIBE ALL PROPOSED EXTERIOR BUILDING CHANGES: _____

SUBMIT SITE PLAN SHOWING ACCESS, LOCATION AND NUMBER OF OFF-STREET PARKING SPACES. INDICATE EXTENT OF PAVEMENT, STRIPING, LANDSCAPING, AND LOCATION OF TRASH ENCLOSURE. (SUBMIT ON AN 8 1/2" BY 11" INCH SHEET/INCLUDE SCALE)

SUBMIT DIMENSIONED FLOOR PLAN (IN SQUARE FEET) INDICATING AREA TO BE USED. (ATTACH TO APPLICATION)

PREVIOUS PROPERTY USE: _____ DATE VACATED: _____

PROPERTY OWNER:	APPLICANT/REPRESENTATIVE (OTHER THAN OWNER):
PRINT NAME OF PROPERTY OWNER	PRINT NAME OF APPLICANT/REPRESENTATIVE
ADDRESS	ADDRESS
PHONE	PHONE
SIGNATURE OF PROPERTY OWNER	SIGNATURE OF APPLICANT/REPRESENTATIVE

FOR AGENCY USE ONLY-DO NOT WRITE BELOW THIS LINE:

REDEVELOPMENT AGENCY USE:	
DATE	ACCEPTED BY
SDP CASE NO.	NO FILING FEE; PLANNING COMMISSION APPEAL FEE \$80.00

FILL IN BELOW THE NAMES AND ADDRESSES OF TENANTS AND CORRESPONDING PROPERTY OWNERS ADJACENT TO AND DIRECTLY ACROSS STREET OR ALLEY FROM SUBJECT PROPERTY.

[illegible]